



**STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE**

INTEROFFICE MEMORANDUM

DATE: November 18, 2008

TO: Probation Staff and Providers

FROM: Rex Uberman, Assistant Secretary for Probation and Community Intervention
Darryl Olson, Assistant Secretary for Residential Services

SUBJECT: Medicaid Child in Care Pilot Project Procedures

The Medicaid Child in Care pilot project has been implemented with select residential providers completing and submitting Medicaid Child in Care applications directly to Department of Children and Families (DCF). Some interim procedural changes made to accommodate the pilot project have resulted in minor changes to the role of the Juvenile Probation Officer (JPO) in this process as defined by the Probation Handbook (beginning on pages 1-14 and 8-15) and the Department policy FDJJ-9325.

The assigned JPO will continue to complete the Medicaid Child in Care (CIC) application to the extent possible during the commitment conference and include a copy in the commitment packet. Section 2 "*Date child was removed from 'removal' home:*" will be left blank to be completed at time of youth placement as well as Section 3 "*Name and Address of Person or Medicaid Allowable Facility where child placed*" and "*Date placed in home/facility*". The JPO shall sign, date and provide a phone number at the bottom of the application where designated. When a youth is placed into a Medicaid Eligible Facility, the application will be finalized and submitted to the local DCF Access office for processing. Under the pilot project, the final step will not be completed by the JPO.

For youth placed into a pilot project facility, the residential provider will complete the copy of the Medicaid CIC application contained within the commitment packet. They will complete the blank areas in Section 2 and Section 3, co-sign, date and provide a phone number at the designated area on bottom of the application. A notation should be made under "Comments" that the preliminary information was provided by the assigned JPO, listing name, and completed by the residential provider, listing name of the provider representative. The application will then be submitted to the designated DCF Access office for processing.

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Charlie Crist, Governor

Frank Peterman, Jr., Secretary

The assigned JPO will continue to provide notification of change, release or transfer to the local DCF Access office and will complete all annual recertification applications for youth NOT placed within a pilot project facility. For youth placed within a pilot project facility, communication will be maintained between the residential provider and DCF, and the Medicaid number and Gold Card, if requested, will be issued directly to the residential provider. The residential provider will notify DCF of any changes while the youth is in placement in the pilot project facility and will provide immediate notification upon the youth's release or transfer from the facility. The residential provider will complete annual recertification applications for youth in placement in pilot project facility.

The pilot project will be reviewed every 60 days to determine the recommended rate and method of expansion with statewide implementation the ultimate goal. Progress will be reviewed routinely during the quarterly DCF/DJJ CIC Conference Calls. Expansion recommendations will be reviewed and approved jointly with the Department of Children and Families, Access Program Office. A list of pilot project facilities will be maintained in the current Medicaid Eligible Facility list under "Pilot Project" tab and available on the DJJ Medicaid/BHOS webpage at:

<http://www.djj.state.fl.us/Residential/Medicaid-BHOS/>

If there are any questions or concerns with the pilot project, contact Jacque Foster, Statewide Medicaid Liaison, at 850-921-1825 or Jacque.Foster@djj.state.fl.us.